

**To:** Asher, Audrey[Asher.Audrey@epa.gov]  
**From:** Werst, Jolleen  
**Sent:** Wed 2/27/2013 7:29:18 PM  
**Subject:** FW: Westlake Index of Documents currently in SDMS  
[WESTLAKE.xlsx](#)

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**From:** Werst, Jolleen  
**Sent:** Friday, February 08, 2013 6:28 AM  
**To:** Gravatt, Dan; Asher, Audrey  
**Subject:** Westlake Index of Documents currently in SDMS

Dan and Audrey

Here is the spreadsheet that was pulled out of SDMS - PLEASE NOTE: THE COLUMN THAT IS LABELED TRACKING

This column will tell you if the document has been in any collection BUT if it states it is in an administrative record you will need to verify if the AR is older than 2008.

The other codes in this column I may have to help you decipher

**ALSO NOTE:**

1. Not all documents in our possession are listed on the index (there may be files in the site file that are not scanned and indexed into SDMS, or files that have not been turned into the records center, such as emails, and electronic documents).
2. Not all the documents on the spreadsheet may be responsive to the FOIA, even though the FOIA requestor has requested the documents. (may belong to the wrong site file)
3. Document may not be releasable (once it has been reviewed by the attorney)
4. The document date of 01/01/111 means that the document did not have a date on the document and it is our national standard to put the date of 01/01/1111 into the database
5. Even if the document appears to be in SDMS - this does not mean that the image in SDMS matches the original. If the document is selected by the FOIA requestor, EPA would still need to verify the indexing and the image of that document before releasing it in PDF format

It would be up to the site attorney and project manager to match the documents on the spreadsheet to the documents in the site file to determine if we have a comprehensive list. At one point in time, before Superfund took over their portion of the records center (pre 2008) the rules were.

1. Just file the documents (no indexing or scanning)
2. Just index the documents (do not scan)
3. Index and scan the documents (including blank pages)
4. Index and scan the documents (no blank pages)

Hope this helps. Please let me know when and if you need any additional support.

Thanks  
Jolleen Werst  
Environmental Protection Agency  
SUPR/MOKS

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